CLASS TITLE: REHABILITATION CONSTRUCTION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under supervision, performs technical inspections of housing construction and rehabilitation projects, and performs related duties as required

ESSENTIAL DUTIES

- Inspects existing residential properties for scope of rehabilitation and new construction specifications to determine eligibility for City and federal housing and rehabilitation program funding
- Inspects with independent contractors the condition and extent of rehabilitation work required on building structures and operating components (e.g., roofing, heating, cooling, plumbing, electrical systems)
- Evaluates structures and recommends building improvements to property owners based on inspection findings and provides owners with a general assessment on the condition of their property including any building code violations and health and public safety hazards that exist
- Reviews construction specifications and cost estimates submitted by contractors to ensure planned rehabilitation work is in compliance with inspection findings, cost effective, and complete
- Reviews architectural plans and drawings for the construction of new homes and evaluates for cost effectiveness and program compliance
- Reviews and approves or rejects contract modifications submitted by contractors based on initial contract specifications
- Inspects work in progress to evaluate the quality of workmanship and to resolve problems that may arise as construction or rehabilitation work progresses
- Reviews and approves vouchers for partial and final payment to contractors
- Conducts final inspections to certify the completion of work
- Provides technical assistance to contractors, developers, architects, and property owners, as required

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of skilled building construction, rehabilitation, or inspection work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability
WORKING CONDITIONS
- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites)

EQUIPMENT
- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Cameras and related photography equipment
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS
- Ability to walk and stand for extended or continuous periods of time
- Ability to access work sites and multi-level buildings

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Moderate knowledge of:
- *equipment and materials specific to building construction and inspection
- *principles, theory, methods, and procedures applicable to building construction and inspection
Some knowledge of:
- *building repair and maintenance procedures
- safety and building code standards specific to building construction and inspection
- applicable federal, state, and local laws, statutes, regulations, and guidelines
- geographical locations within the City and applicable facilities
- building mechanical and electrical systems

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills
- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities
- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

Other Work Requirements
• INITIATIVE – Demonstrate willingness to take on job challenges
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.
The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.
* May be required at entry.

City of Chicago
Department of Human Resources
Date: June, 2010